



Central University of Bihar

बिहार केन्द्रीय विश्वविद्यालय

(Camp Office : BIT Campus, PO : B.V. College, Patna – 800 014)

Advertisement No – CUB/Advt./11/2011 dated 01/11/2011

Sl. No.	Name of the Post	Pay Band and Grade Pay (in Rupees)	Age limit for Direct Recruitment	Educational and other qualification required for direct recruitment.
1.	Assistant	9300-34800 / GP 4200 PB – 2	Not more than 35 years.	Essential: 1. A Graduate from recognized University with 50% marks. 2. Must have at least 3 years' experience as UDC or its equivalent position in a Govt. / Autonomous Bodies / State University / Central University. 3. Certificate/Diploma in Computer Application from recognized institution. Desirable: Diploma in Office Management and Secretarial Practice.
Note: The University being in its formative and evolving stage requires experienced, efficient and multitasking personnel. Such candidates may be considered for relaxation in age limit.				



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2.	Hindi Translator	9300-34800 / GP 4200 PB – 2	Not more than 30 years	Essential: 1. Master's degree in Hindi/ equivalent from a recognized University with English/Hindi as one of the compulsory/ optional subject at the Degree level. 2. Diploma/Certificate Course from recognized University in Hindi to English and English to Hindi translation. 3. At least 2 years' experience of bilingual (Hindi to English and vice versa) translation and preferably of technical or scientific literature. 4. Operational knowledge of Computer. Desirable: 1. Knowledge of Sanskrit or other Indian Language.

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3.	Personal Assistant	Rs. 9300 - 34800 / GP Rs. 4200/- PB – 2	Not more than 35 years.	Essential: <ol style="list-style-type: none">1. Graduate in any discipline with 50% marks from a recognized University and proficiency in English.2. Shorthand speed of 100 w.p.m. and typing speed of 40 w.p.m. in English and Shorthand speed 80 w.p.m. and typing speed of 25 w.p.m. in Hindi on computer.3. 5 years' experience as Stenographer in Central or State Universities / similar other institutions / Government Department/ PSU/Autonomous bodies.4. Certificate/Diploma in Computer Application from recognized institution Desirable: Diploma in Office Management and/Secretarial Practice.
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4.	Private Secretary	9300-34800 / GP Rs. 4600 PB – 2	Not more than 35 years	Essential <ol style="list-style-type: none">1. Graduate in any discipline with 50% marks from a recognized University and proficiency in English.2. Shorthand speed of 120 w.p.m. and typing speed of 40 w.p.m. in English.3. Shorthand speed 80 w.p.m. and typing speed of 25 w.p.m. in Hindi on computer.4. Degree/Diploma in Computer application or Diploma in Office Management and/Secretarial Practice.5. Five years of experience as Personnel Assistant in Central or State Universities / similar other institutions /Government Department/ PSU/ Autonomous bodies.
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5.	Section Officer	9300-34800 / GP Rs. 4600/- PB - 2	Not more than 35 years	<p>Essential:</p> <ol style="list-style-type: none">1. Graduate in any discipline with 50% marks from a recognized University.2. At least five years' experience as Superintendent/ Senior Assistant <p style="text-align: center;">OR</p> <ol style="list-style-type: none">10 years' experience as Junior Assistant/ UDC, in Central or State Universities / similar other institutions/ Government Department/ PSU/ Autonomous bodies.3. Certificate/Diploma in Computer Application from recognized institution. <p>Desirable:</p> <p>Preference will be given to candidates holding professional qualifications like LL.B. or PG Diploma in Business Administration or MCA/PGDCA or CA (Inter)/ICWA (Inter).</p> <p>Note:</p> <p>The incumbent should possess an aptitude for drafting/ noting in English, adequate exposure in handling one or more functions related to General Administration / Purchase / Service matters/Office management/ Establishment/ Examination & Academics/Accounts & Finance/ HR/Legal in a computerized environment.</p>
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6.	Caretaker	5200 - 20200 / GP 1900 PB - 1	Not more than 35 years	Essential: 1. 10+2 or its equivalent examination from a recognized Board/ Institution. 2. Diploma/Certificate course in hospitality/ maintenance of guest house. Or Experience of five years in maintenance of institutional guest house. Desirable :- 1. Multi-tasking skills such as : Knowledge of operating office machines including computers.
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7.	Cook	5200 - 20200 / GP 1900 PB – 1	Not more than 35 years	Essential: <ol style="list-style-type: none">1. 8th pass from a recognized School or Institution.2. Should have hands on experience in cooking of Indian or Western dishes in general from a Hotel or Guest House of repute.3. Should possess sound health and clean habits.4. Cooking experience of at least 5 years in guest house/ hostel / canteen / recognized organization. Desirable: <ol style="list-style-type: none">1. Certificate course in Catering or cooking from a recognized government Institute or reputed Hotel.2. Knowledge of operating office machines including computers.
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8.	Driver	5200 - 20200 / GP 1900 PB - 1	Not more than 35 years	Essential: <ol style="list-style-type: none">10th Pass from a recognized Board/ University.Valid driving license of light/medium/ heavy vehicles.Experience of driving a motor vehicle in an institution for at least 5 years.Should have good working experience of maintenance and repairs. Desirable: <ol style="list-style-type: none">Multi-tasking skills such as – Knowledge of operating office machines including computers.Knowledge of receipt and dispatch.
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9.	Hindi Typist	5200 - 20200 / GP 1900 PB - 1	Not more than 25 years	Essential: 1. 10+2 or equivalent from recognized Board/University. 2. Typing speed of 25 words per minutes in Hindi. Desirable: 1. Diploma/Certificate course in Computer. 2. Knowledge of word processing, electronic spread sheet software and internet. 3. Knowledge of Hindi Unicode. 4. Multi-tasking work.
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10.	Junior Professional Assistant (Library)	5200 - 20200 / GP 2800 PB – 1	Not more than 35 years	Essential: <ol style="list-style-type: none">1. Bachelor's Degree in Library Science/ Library & Information Science from a recognized University (inclusive of a Computer Application course at Graduate level).2. Certificate/Diploma in Computer Application from recognized institution. Desirable : <ol style="list-style-type: none">1. Operational knowledge of Library Automation Software.2. Experience of working in University /College Library.3. Multi-tasking skills: Knowledge of operating office machines including computers.
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11.	Laboratory Assistant	5200 - 20200 / GP 2000 PB – 1	Not more than 35 years	<p><u>For Science subject Lab</u></p> <p>Essential:</p> <ol style="list-style-type: none">1. B.Sc. in laboratory related science subject from a recognized University.2. Must have at least three (3) years' experience of handling sophisticated instruments of Lab. in Govt. / Autonomous Bodies/ State University /Central University. <p>Desirable:</p> <ol style="list-style-type: none">1. Basic knowledge of Computer.2. Multi-tasking skills: Knowledge of operating office machines including computers. <p><u>For Computer Science Lab</u></p> <p>Essential :</p> <ol style="list-style-type: none">1. B.Sc. with specialisation in Computer Science/Bachelors in Computer Application from a recognized University.2. Must have at least 3 years work experience of Computer Lab. in Govt. / Autonomous Bodies/ State University /Central University. <p>Desirable:</p> <ol style="list-style-type: none">1. Multi-tasking skills: Knowledge of operating office machines including computers.
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12.	Laboratory Attendant	5200-20200 / GP 1800 PB 1	Not more than 35 years	Essential: 1. 10+2 or its equivalent examination from a recognised Board with one of the subjects of the concerned Lab. Desirable: 1. Multi-tasking skills such as : Knowledge of operating office machines including computers. 2. Work experience in any College/ University lab.
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13.	Library Attendant	5200-20200 / GP 1800 PB 1	Not more than 35 years	Essential: <ol style="list-style-type: none">10+2 or its equivalent examination from a recognised Board.Certificate/Diploma in Library Science from recognized institution. Desirable: <ol style="list-style-type: none">Multi- tasking skills such as : Knowledge of operating office machines including computers.Work experience in Library of any College/ University.

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14.	Lower Division Clerk (LDC)	5200 - 20200 / GP 1900 PB - 1	Not more than 35 years	Essential: <ol style="list-style-type: none">1. A Graduate from a recognized University.2. Minimum six month Certificate/Diploma in Computer from any recognized institution.3. Computer typing speed of 40 w.p.m. in English and 25 w.p.m. in Hindi. Desirable: <ol style="list-style-type: none">1. Diploma in Office Management and Secretarial practice from recognized board2. Multi-tasking skills such as: Knowledge of operating office machines including computers.
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15.	Peon / Office Attendant	5200 - 20200 / GP 1800 PB – 1	Not more than 35 years	Essential: 1. 10 th pass or its equivalent examination from a recognized Board/ Institution. Desirable: 1. Multi-tasking skills such as : Knowledge of operating office machines including computers. 2. Knowledge of receipt and dispatch. 3. Housekeeping of the office rooms.
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16.	Technical Assistant	5200-20200 / GP 2800/- PB – 1	Not more than 35 years	<p style="text-align: center;"><u>For Computer Lab</u></p> <p>Essential: Bachelor's Degree with Arts/Science from a recognized University with 5 years working experience in the related laboratory-</p> <ol style="list-style-type: none">1. In the field of Electronics/ Computer Application/ Information Technology.2. Multi-tasking skills: Knowledge of operating office machines including computers. <p>Desirable :</p> <ol style="list-style-type: none">1. Experience in LAN/WAN/ Trouble Shooting/ Computer maintenance and Software installation.2. Knowledge of programming language i.e. C, HTML, PHP, Scripting Language. <p style="text-align: center;"><u>For Science Lab</u></p> <p>Essential: Bachelor's Degree with Science in one of the subjects related to the lab from a recognized University with 5 years working experience in the related laboratory –</p> <ol style="list-style-type: none">1. Of any University/College/Research Lab.2. Experience of handling/operating/maintaining sophisticated instruments. <p>Desirable</p> <ol style="list-style-type: none">1. Multi-tasking skills: Knowledge of operating office machines including computers.
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17.	Upper Division Clerk (UDC)	5200 - 20200 / GP 2400 PB – 1	Not more than 35 years	Essential: 1. A Graduate or equivalent with 50% marks from a recognized University. 2. One year Certificate/Diploma in Computer Application from recognized institution. Desirable: 1. Three year experience as LDC or equivalent in the State/Central University or any other institution preferably educational institution. 2. Knowledge of Hindi & English typing. 3. Diploma in Office Management and Secretarial Practice. 4. Multi-tasking skills: Knowledge of operating office machines including computers.
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